

CONFIDENTIAL

file 1.2.1

DIRECTOR OF CENTRAL INTELLIGENCE

Security CommitteeSECOM-D-182
13 August 1984

MEMORANDUM FOR: SECOM Members and Observers

FROM:

[redacted]
Chairman

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SUBJECT: SCI Marking Requirements [redacted]

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The Compartmentation Subcommittee recently reviewed security concerns arising from variant practices in the Community on marking security controls on "header sheets" which immediately precede material transmitted by secure facsimile (e.g., LDX, WASHFAX). Some "header sheets" show the classification within the body of the form. Some do not provide for prominent placement of SCI handling caveats when applicable. Examples are attached. [redacted]

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2. The attachment to DCID 1/19, "Security Policy Manual for SCI Control Systems," requires (paragraph 27d) SCI transmitted by electrical or electronic means to be clearly marked at the top and bottom of each page with the applicable security classification and plainly labeled to show all applicable SCI caveats, codewords and product designators. Since a "header sheet" in and of itself is not an SCI document (nor is it a cover sheet), a revision of DCID 1/19 will be needed to address the matter specifically. [redacted]

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3. Pending revision of DCID 1/19, addressees are reminded of the need to ensure proper protection of SCI through clear markings. Accordingly, "header sheets" used by departments and agencies in conjunction with facsimile transmission of classified intelligence documents should be formatted to provide adequate space at the top and bottom of the form to show clearly and prominently the security classification and handling caveats, etc. of any SCI transmitted by such means. [redacted]

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Attachments:

sample "header sheets"

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WASHFAX RECEIPT

DEPARTMENT OF STATE

B

S/S #

MESSAGE NO. _____ CLASSIFICATION _____ No. Pages _____

FROM: _____
(Officer name) (Office symbol) (Extension) (Room number)

MESSAGE DESCRIPTION _____

TO: (Agency)	DELIVER TO:	Extension	Room No.
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FOR: CLEARANCE ☐ INFORMATION ☐ PER REQUEST ☐ COMMENT ☐

REMARKS: _____

S/S Officer: _____

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